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**Tobin & Co.**

Garfield Township

Kalkaska County, Michigan

Audit Report

For the Year Ended March 31, 2004

# Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name Garfield Township	County Kalkaska
Audit Date 3/31/04	Opinion Date 9/17/04	Date Accountant Report Submitted to State: 9/24/04	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).  |

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) TOBIN & CO PC			
Street Address 400 E 8th ST	City TRAVERSE CITY	State MI	ZIP 49686
Accountant Signature David J. Barker		Date 9-23-04	

# Tobin & Co.

## Table of Contents

### INTRODUCTORY SECTION

Comments and Recommendations	4 - 5
------------------------------	-------

### FINANCIAL SECTION

Accountant's Report	7
---------------------	---

#### Combined Financial Statements:

##### Exhibit

A -	Combined Balance Sheet – All Fund Types and Account Groups	8 - 9
B -	Combined Statement of Revenues, Expenditures and Changes in Fund Balance – All Governmental Fund Types	10
C -	Combined Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund and Special Revenue Fund	11 - 12

Notes to Financial Statements	13 - 19
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### SUPPLEMENTAL DATA SECTION

#### Schedules

1 -	<u>General Fund</u> Statement of Revenues, Expenditures and Changes in Fund Balance	21 - 25
2 -	<u>Fire Fund</u> Statement of Revenues, Expenditures and Changes in Fund Balance	26
3 -	<u>Current Tax Collections Fund</u> Statement of Changes in Assets and Liabilities	27
4 -	<u>Other Data</u> 2003 Property Tax Levy and Collection	28
5 -	Statement of Revenues and Expenditures – Property Tax Administration Fees	29

INTRODUCTORY SECTION

# **Tobin & Co.**

## Comments and Recommendations

We have audited the general purpose financial statements and the combining and individual fund and account group financial statements of Garfield Township, Kalkaska County, for the year ended March 31, 2004 and have issued our report thereon. As part of our examination, we made a study and evaluation of the Township's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Township's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

Our study and evaluation made for the limited purpose described above would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal control of Garfield Township taken as a whole. As a result of our examination, we deem it necessary to make the following comments and recommendations.

### General

Records were maintained in good condition by your present Clerk and Treasurer. Recorded revenues were deposited intact, journals and ledgers were for the most part properly posted, Board minutes were maintained in proper order, and supporting documents and follow-up procedures appeared to be in very good order. The efforts of these officials for 2003-2004 are commendable.

### Budgets and Procedures

The Township prepared and adopted budgets for its General and Fire Funds.

### Property Tax Collections

2003 property taxes collected were distributed to taxing units prior to the end of the fiscal year. This function was handled in an excellent manner by the Treasurer.

Schedule 4 reflects the amount levied, collected, and returned delinquent for the 2003 property tax levy.

# **Tobin & Co.**

## Comments and Recommendations

### General Fixed Assets

Note 4 reflects the acquisitions of general fixed assets during the audit year. An inventory of the general fixed assets should be performed annually.

### Property Tax Administration Fees

As permitted by statute, an administration fee of 1% was levied on all 2003 property taxes. Fees collected may be used only to offset such property tax administration costs as assessing, collecting and the review and appeal process. As reflected on Schedule 5, costs exceeded the amount collected by \$9,995. A substantial balance of unrecovered costs remains from prior years.

### Insurance and Surety Bond Coverage

Records reflect that the Township is insured through Municipal Underwriters of Michigan and has such coverage as fire, general and auto liability, equipment, errors and omissions, crime and workmen's compensation. Coverage was reviewed during the audit year. The Clerk, Treasurer, Deputy Clerk, Deputy Treasurer and Supervisor have surety bond coverage.

### Payroll Procedures

Payroll procedures and filing of payroll tax returns were handled in an excellent manner by the Township Clerk.

### Other Data

We noted the use of an interest bearing money market account and certificates of deposit during the audit year. This practice resulted in earned interest of \$3,448 for the audit year. We commend the Treasurer and other Board members for the practices and policies which resulted in this additional revenue.

After the completion of our audit, we will mail the necessary copies of our report to the State Department of Treasury.

Your confidence is respected. Please contact us if questions arise or assistance is needed.

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**Tobin & Co.**

FINANCIAL SECTION

# Tobin & Co.

## REPORT OF INDEPENDENT AUDITOR

To the Township Board  
Garfield Township  
Kalkaska County  
Kalkaska, Michigan 49646

We have audited the general purpose financial statements of Garfield Township as of and for the year ended March 31, 2004, as listed in the Table of Contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly in all material respects, the financial position of such funds of Garfield Township at March 31, 2004, and the results of operations in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The individual fund and account group financial statements and schedules listed in the Table of Contents are presented for the purposes of additional analysis and are not a required part of the general purpose financial statements of Garfield Township. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.



TOBIN & CO., P.C.  
Certified Public Accountants  
September 17, 2004



Combined Balance Sheet – All Fund Types and Account GroupsMarch 31, 2004

<u>Assets</u>	<u>Governmental Fund Types</u>		<u>Fiduciary</u>
	<u>General</u>	<u>Special Revenue Fire</u>	<u>Fund Types Agency Current Tax Collection</u>
Cash in Bank	\$ 375,912	\$ -	\$ 25
Petty Cash	47	46	-
Taxes Receivable – Delinquent	4,915	5,249	-
Due from Other Funds	25	45,860	-
Land and Buildings	-	-	-
Vehicles and Equipment	-	-	-
Total Assets	<u>\$ 380,899</u>	<u>\$ 51,155</u>	<u>\$ 25</u>
<u>Liabilities and Fund Equity</u>			
Liabilities:			
Due to Other Funds	\$ 45,860	\$ -	\$ 25
Deferred Revenue	4,915	5,249	-
Total Liabilities	<u>50,775</u>	<u>5,249</u>	<u>25</u>
Fund Equity:			
Investment in General Fixed Assets	-	-	-
Fund Balance – Unreserved	<u>330,124</u>	<u>45,906</u>	<u>-</u>
Total Fund Equity	<u>330,124</u>	<u>45,906</u>	<u>-</u>
Total Liabilities and Fund Equity	<u>\$ 380,899</u>	<u>\$ 51,155</u>	<u>\$ 25</u>

The Notes to the Financial Statements are an integral part of this statement.

# Tobin & Co.

<u>Account Group</u>	
<u>General Fixed Assets</u>	<u>Total (Memo Only)</u>
\$ -	\$ 375,937
-	93
-	10,164
-	45,885
348,662	348,662
<u>438,818</u>	<u>438,818</u>
<u>\$ 787,480</u>	<u>\$ 1,219,559</u>
\$ -	\$ 45,885
<u>-</u>	<u>10,164</u>
<u>-</u>	<u>56,049</u>
787,480	787,480
<u>-</u>	<u>376,030</u>
<u>787,480</u>	<u>1,163,510</u>
<u>\$ 787,480</u>	<u>\$ 1,219,559</u>

# Tobin & Co.

Garfield Township

Exhibit B

## Combined Statement of Revenues, Expenditures and Changes in Fund Balance

### All Governmental Fund Types

For the Year Ended March 31, 2004

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total (Memo Only)</u>
<u>Revenues</u>			
Taxes	\$ 67,984	\$ 27,722	\$ 95,706
Licenses and Permits	1,480	-	1,480
Federal Grants	305	83,500	83,805
State Grants	55,050	-	55,050
Charges for Services	9,663	6,907	16,570
Interest and Rents	3,888	-	3,888
Other	-	1,106	1,106
Total Revenues	<u>138,370</u>	<u>119,235</u>	<u>257,605</u>
<u>Expenditures</u>			
Legislative	7,752	-	7,752
General Government	59,915	-	59,915
Public Safety	20,708	115,116	135,824
Public Works	8,579	-	8,579
Health and Welfare	287	-	287
Recreation and Culture	2,899	-	2,899
Other	24,201	-	24,201
Capital Outlay	12,298	-	12,298
Total Expenditures	<u>136,639</u>	<u>115,116</u>	<u>251,755</u>
<u>Excess Revenues (Expenditures)</u>	1,731	4,119	5,850
<u>Fund Balance – Beginning of Year</u>	<u>328,393</u>	<u>41,787</u>	<u>370,180</u>
<u>Fund Balance – End of Year</u>	<u>\$ 330,124</u>	<u>\$ 45,906</u>	<u>\$ 376,030</u>

The Notes to the Financial Statements are an integral part of this statement.

Combined Statement of Revenues, Expenditures and Changes in Fund BalanceBudget and ActualGeneral Fund and Special Revenue FundFor the Year Ended March 31, 2004

	<u>General Fund</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Taxes	\$ 70,919	\$ 67,984	\$ (2,935)
Licenses and Permits	1,200	1,480	280
Federal Grants	-	305	305
State Grants	55,000	55,050	50
Charges for Services	8,700	9,663	963
Interest and Rents	5,400	3,888	(1,512)
Other	-	-	-
Total Revenues	<u>141,219</u>	<u>138,370</u>	<u>(2,849)</u>
<u>Expenditures</u>			
Legislative	10,000	7,752	2,248
General Government	82,500	59,915	22,585
Public Safety	24,385	20,708	3,677
Public Works	10,000	8,579	1,421
Health and Welfare	287	287	-
Recreation and Culture	4,500	2,899	1,601
Other	37,000	24,201	12,799
Capital Outlay	<u>20,000</u>	<u>12,298</u>	<u>7,702</u>
Total Expenditures	<u>188,672</u>	<u>136,639</u>	<u>52,033</u>
<u>Excess Revenues (Expenditures)</u>	(1) <u>\$ (47,453)</u>	1,731	<u>\$ 49,184</u>
<u>Fund Balance – Beginning of Year</u>		<u>328,393</u>	
<u>Fund Balance – End of Year</u>		<u>\$ 330,124</u>	

(1) Budgeted from Fund Balance

The Notes to the Financial Statements are an integral part of this statement.

# Tobin & Co.

<u>Special Revenue Fund</u>		
<u>Fire Fund</u>		
<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
\$ 29,408	\$ 27,722	\$ (1,686)
-	-	-
83,500	83,500	-
-	-	-
6,800	6,907	107
-	-	-
-	1,106	1,106
<u>119,708</u>	<u>119,235</u>	<u>(473)</u>
-	-	-
-	-	-
119,500	115,116	4,384
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
<u>119,500</u>	<u>115,116</u>	<u>4,384</u>
<u>\$ 208</u>	4,119	<u>\$ 3,911</u>
	<u>41,787</u>	
	<u>\$ 45,906</u>	

# **Tobin & Co.**

## Garfield Township

### Notes to Financial Statements

March 31, 2004

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### A. Reporting Entity

Garfield Township is a general law township located in Kankaska County. Population as of the 2000 census was 794 and the current taxable value is \$30,204,294.

The Township's general purpose financial statements include the accounts of all Township operations. The criteria for including organizations within the Township's reporting entity, as set forth in GASB No. 14, *The Financial Reporting Entity* includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included.

Based on the above criteria, there are no other organizations included in these financial statements.

##### B. Basis of Presentation

The financial activities of the Township are recorded in separate self-balancing funds and account groups, categorized and described as follows:

###### Governmental Funds

General Fund – This fund is used to account for all financial transactions not accounted for in another fund, including the general operating expenditures of the Township. Revenues are derived primarily from property taxes, state distributions or grants, and other intergovernmental revenues.

Special Revenue Funds – These funds are used to account for specific governmental revenues (other than debt service and major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

###### Fiduciary Funds

These funds are used to account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

# **Tobin & Co.**

## Garfield Township

### Notes to Financial Statements

March 31, 2004

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### B. Basis of Presentation (Continued)

###### Account Groups

General Fixed Assets – This account group presents the fixed assets of the Township utilized in its general operations (non-proprietary fixed assets).

##### C. Basis of Accounting

All governmental and agency funds utilize the modified accrual basis of accounting. Under this method, revenues are recognized when received in cash except for those susceptible to accrual, which are recorded as receivables when measurable and as revenue when available to finance current operations. Significant revenues susceptible to accrual include property taxes, expenditures reimbursement type grants, certain intergovernmental revenues and operating transfers. Expenditures are recorded when the liability is incurred, except for interest on long-term debt, which is recorded when paid.

##### D. Measurement Focus

The accounting and reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

##### E. Budgets

The General Fund and Special Revenue Fund are under formal budgetary control. Budgets shown in the financial statements for these funds were prepared on a basis not significantly different from the modified accrual basis used to reflect actual results and consist only of those amounts contained in the formal budget approved and amended by the Township.

In the body of the financial statements, the Township's actual and budgeted expenditures for the budgetary funds have been shown on a functional basis. The approved budgets for these funds were adopted to the activity or cost center level.

# Tobin & Co.

## Garfield Township

### Notes to Financial Statements

March 31, 2004

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### E. Budgets (continued)

For budgetary purposes appropriations lapse at fiscal year end.

##### F. Fixed Assets

Fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group. Public domain general fixed assets consisting of roads, bridges, curbs, gutters, streets, sidewalks, drainage systems and lighting systems are excluded from general fixed assets because such items are immovable and of value only to the Township. General fixed assets are not subject to annual depreciation expense.

Fixed assets are recorded at historical cost. Donated fixed assets are valued and recorded at the fair market value at date of receipt. Interest incurred during the period of construction of financial fixed assets is added to the cost of the assets.

##### G. Property Tax Procedures and Collections

Properties are assessed as of December 31 and the related property taxes become a lien the following July 1 and/or December 1. Real property taxes are collected by the Township Treasurer through February 28 of each year. As of March 1, uncollected real property taxes are returned delinquent to, and collected by, the County Treasurer. Personal property taxes remain the responsibility of the Township Treasurer to collect. It is the policy of the Township to record the real property taxes in the year of levy.

During the collection period prior to March 1, the Township Treasurer makes distribution of the property tax collections to the various taxing units (County, School District, etc.) as required by statute.

For the fiscal year, the Township levied property taxes as follows:

	<u>SEV</u>	<u>Taxable Value</u>	<u>Millage Rate</u>
General Operating	\$46,920,526	\$30,204,294	.7672
Fire Protection	\$46,920,526	\$30,204,294	1.0000



# **Tobin & Co.**

## Garfield Township

### Notes to Financial Statements

March 31, 2004

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### H. Total Column

The "total" columns on the combined financial statements are captioned "memo only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Inter-fund transactions have not been eliminated in the aggregation of this data.

##### I. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

- A. We noted no violations of legal provisions and/or contractual provisions of various agreements related to financial matters.
- B. All funds had positive fund balances at March 31, 2004.
- C. Public Act 621 of 1978, Section 18, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year ended March 31, 2004, the Spring Cleanup activity of the General Fund overexpended its budget by \$579 without formal board amendment.

# **Tobin & Co.**

## Garfield Township

### Notes to Financial Statements

March 31, 2004

#### NOTE 3 - DEPOSITS WITH FINANCIAL INSTITUTIONS

##### A. Legal Provisions for Deposits and Investments

Act 20, Public Acts of 1943, as amended by Act 217, Public Acts of 1982, and Act 196, Public Acts of 1997, states that the Township, by resolution, may authorize the Treasurer to invest surplus funds as follows:

- (1) In bonds and other direct obligations of the United States or an agency or instrumentality of the United States.
- (2) In certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a savings and loan association which is a member of the Federal Savings and Loan Insurance Corporation or a credit union which is insured by the National Credit Union Administration, but only if the bank, savings and loan association, or credit union complies with subsection (2).
- (3) In commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and which matures not more than 270 days after date of purchase.
- (4) In repurchase agreements consisting of instruments defined in (1) above.
- (5) In bankers' acceptances of United States Banks.
- (6) In obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- (7) In mutual funds registered under the investment company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by local units of government in Michigan.

##### B. Types of Deposits and Investments

The Township had \$469,098 deposited with local banks at March 31, 2004 with a carrying value of \$375,932. Interpreting the FDIC insurance coverage of \$100,000 of demand deposits and \$100,000 of time deposits per financial institution, the Township had \$2,163 of uninsured deposits at March 31, 2004.

# Tobin & Co.

## Garfield Township

### Notes to Financial Statements

March 31, 2004

NOTE 4 - STATEMENTS OF CHANGES IN GENERAL FIXED ASSETS

	<u>3/31/03</u>	<u>Additions</u>	<u>Deletions</u>	<u>3/31/04</u>
Land and Improvements	\$154,535	\$ -	\$ -	\$154,535
Buildings and Improvements	194,127	-	-	194,127
Vehicles	136,900	88,750	-	225,650
Equipment	<u>206,120</u>	<u>7,048</u>	<u>-</u>	<u>213,168</u>
Total	<u>\$691,682</u>	<u>\$ 95,798</u>	<u>\$ -</u>	<u>\$787,480</u>

NOTE 5 - LONG-TERM DEBT

The Township has no long-term debt at March 31, 2004, and no borrowing is anticipated in the near future.

NOTE 6 - LOANS AND TRANSFERS BETWEEN FUNDS

There were no inter-fund loans, advances or transfers during the audit year. Fire Fund cash is kept in the General Fund cash account and recorded as a due to and due from in the respective funds.

NOTE 7 - INVENTORIES

Garfield Township does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items are recorded as expenses when purchased.

NOTE 8 - PENSION PLAN

The Township does not participate in a pension plan. The Township provides Social Security coverage for all its officials and employees.

NOTE 9 - ACCOUNTS/TAXES RECEIVABLE

Delinquent taxes receivable of \$4,915 in the General Fund and \$5,249 in the Fire Fund represent 2003 real property tax and property tax administration fees returned delinquent to the County Treasurer for collection as of March 1, 2004. Revenue recognition is deferred until taxes are collected, as the above amount is not available for expenditures or obligations of the audit year.

# **Tobin & Co.**

## Garfield Township

### Notes to Financial Statements

March 31, 2004

NOTE 10- PROPERTY TAX ADMINISTRATION FEES

The Township levied the 1% administration fee permitted by statute on all 2003 property taxes. This fee may be used only to offset such property tax administration expenses as assessing, collecting and the review and appeal process. For the audit year, costs exceeded collections by \$9,995. See Schedule 5.

NOTE 11- RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the audit year the Township addressed these risks through the purchase of commercial insurance through Municipal Underwriters of Michigan. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

NOTE 12- COMPENSATED ABSENCES

The Township does not provide for payment to employees for unused sick leave, accumulated leave, etc.

SUPPLEMENTAL DATA SECTION

# Tobin & Co.

Garfield Township

Schedule 1

Page 1

## Statement of Revenues, Expenditures and Changes in Fund Balance

### General Fund

For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Revenues</u>			
Taxes			
Current Property Taxes	\$ 24,000	\$ 19,784	\$ (4,216)
Delinquent Property Taxes	1,669	2,133	464
Property Tax Administration Fees	7,800	8,471	671
Penalties and Interest	-	178	178
Swamp Tax	37,450	37,411	(39)
Commercial Forest	-	7	7
Licenses and Permits:			
Land Use	1,200	1,280	80
Special Use	-	200	200
Federal Grants:			
Recreation	-	305	305
State Grants:			
State Shared Revenues	55,000	54,088	(912)
Liquor Law Enforcement	-	385	385
Roads	-	577	577
Charges for Services:			
Summer Tax Collection	4,700	5,353	653
Fees	3,500	4,190	690
Sales	500	120	(380)
Interest and Rents:			
Interest	5,000	3,448	(1,552)
Rents	<u>400</u>	<u>440</u>	<u>40</u>
Total Revenues	<u>141,219</u>	<u>138,370</u>	<u>(2,849)</u>
<u>Expenditures</u>			
Legislative:			
Township Board:			
Salaries and Wages	-	2,300	-
Supplies and Postage	-	70	-
Audit and Accounting	-	2,000	-
Dues	-	2,699	-
Printing and Advertising	-	542	-
Other	<u>-</u>	<u>141</u>	<u>-</u>
Total Legislative	<u>10,000</u>	<u>7,752</u>	<u>2,248</u>

The Notes to the Financial Statements are an integral part of this statement.

# Tobin & Co.

Garfield Township

Schedule 1

Page 2

## Statement of Revenues, Expenditures and Changes in Fund Balance

### General Fund

For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
General Government:			
Township Supervisor:			
Salaries and Wages	-	6,550	-
Supplies and Postage	-	261	-
Telephone	-	9	-
Mileage and Travel	-	122	-
Total	<u>8,500</u>	<u>6,942</u>	<u>1,558</u>
Elections:	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Total	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Assessor:			
Salaries and Wages	-	6,600	-
Supplies and Postage	-	1,174	-
Total	<u>15,000</u>	<u>7,774</u>	<u>7,226</u>
Clerk:			
Salaries and Wages	-	8,000	-
Supplies and Postage	-	595	-
Mileage and Travel	-	455	-
Maintenance and Repairs	-	425	-
Other	-	51	-
Total	<u>12,500</u>	<u>9,526</u>	<u>2,974</u>
Board of Review:			
Salaries and Wages	-	830	-
Mileage and Travel	-	36	-
Printing and Publishing	-	30	-
Education and Training	-	270	-
Total	<u>1,500</u>	<u>1,166</u>	<u>334</u>

The Notes to the Financial Statements are an integral part of this statement.

# Tobin & Co.

Garfield Township

Schedule 1

Page 3

## Statement of Revenues, Expenditures and Changes in Fund Balance

### General Fund

For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Expenditures (Continued)</u>			
General Government:			
Treasurer:			
Salaries and Wages	-	10,800	-
Supplies and Postage	-	4,588	-
Telephone	-	63	-
Mileage and Travel	-	425	-
Total	<u>17,000</u>	<u>15,876</u>	<u>1,124</u>
Township Hall and Grounds:			
Salaries and Wages	-	675	-
Supplies and Postage	-	135	-
Contractual Services	-	3,000	-
Telephone	-	407	-
Printing and Publishing	-	46	-
Public Utilities	-	3,532	-
Maintenance and Repairs	-	1,204	-
Other	-	547	-
Total	<u>17,000</u>	<u>9,546</u>	<u>7,454</u>
Cemetery:			
Salaries and Wages	-	5,708	-
Supplies	-	1,029	-
Contractual Services	-	2,125	-
Printing and Publishing	-	49	-
Maintenance and Repairs	-	174	-
Total	<u>10,000</u>	<u>9,085</u>	<u>915</u>
Total General Government	<u>82,500</u>	<u>59,915</u>	<u>22,585</u>

The Notes to the Financial Statements are an integral part of this statement.



# Tobin & Co.

Garfield Township

Schedule 1

Page 4

## Statement of Revenues, Expenditures and Changes in Fund Balance

### General Fund

For the Year Ended March 31, 2004

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>Expenditures (Continued)</u>			
Public Safety:			
Police Protection	<u>500</u>	<u>367</u>	<u>133</u>
Liquor Law Enforcement – Salaries and Wages	<u>385</u>	<u>385</u>	<u>-</u>
Fire Protection – Other	<u>1,500</u>	<u>50</u>	<u>1,450</u>
Planning and Zoning:			
Salaries and Wages	-	13,720	-
Supplies and Postage	-	557	-
Contractual	-	175	-
Legal	-	4,217	-
Mileage and Travel	-	479	-
Printing and Publishing	-	658	-
Other	<u>-</u>	<u>100</u>	<u>-</u>
Total	<u>22,000</u>	<u>19,906</u>	<u>2,094</u>
Total Public Safety	<u>24,385</u>	<u>20,708</u>	<u>3,677</u>
Public Works:			
Roads	<u>2,000</u>	<u>-</u>	<u>2,000</u>
Spring Cleanup:			
Contractual	<u>8,000</u>	<u>8,579</u>	<u>(579)</u>
Total Public Works	<u>10,000</u>	<u>8,579</u>	<u>1,421</u>

The Notes to the Financial Statements are an integral part of this statement.

# Tobin & Co.

Garfield Township

Schedule 1

Page 5

## Statement of Revenues, Expenditures and Changes in Fund Balance

### General Fund

For the Year Ended March 31, 2004

<u>Expenditures (Continued)</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Health and Welfare:			
Hospital Subsidy	<u>287</u>	<u>287</u>	<u>-</u>
Total Health and Welfare	<u>287</u>	<u>287</u>	<u>-</u>
Recreation and Culture:			
Parks:			
Supplies and Postage	<u>-</u>	<u>99</u>	<u>-</u>
Public Utilities	<u>-</u>	<u>362</u>	<u>-</u>
Maintenance and Repairs	<u>-</u>	<u>2,438</u>	<u>-</u>
Total Recreation and Culture	<u>4,500</u>	<u>2,899</u>	<u>1,601</u>
Other:			
Employee Benefits and Insurance	<u>27,000</u>	<u>24,201</u>	<u>2,799</u>
Contingencies	<u>10,000</u>	<u>-</u>	<u>10,000</u>
Total Other	<u>37,000</u>	<u>24,201</u>	<u>12,799</u>
Capital Outlay	<u>20,000</u>	<u>12,298</u>	<u>7,702</u>
Total Expenditures	<u>188,672</u>	<u>136,639</u>	<u>52,033</u>
Excess Revenues (Expenditures)	(1) <u>\$ (47,453)</u>	<u>1,731</u>	<u>\$ 49,184</u>
Fund Balance – Beginning of Year		<u>328,393</u>	
Fund Balance – End of Year		<u>\$ 330,124</u>	

(1) Budgeted from Fund Balance

The Notes to the Financial Statements are an integral part of this statement.

# Tobin & Co.

Garfield Township

Schedule 2

## Statement of Revenues, Expenditures and Changes in Fund Balance

### Fire Fund

For the Year Ended March 31, 2004

	Amended Budget	Actual	Variance Favorable (Unfavorable)
<u>Revenues</u>			
Taxes:			
Current Taxes	\$ 26,500	\$ 24,992	\$ (1,508)
Delinquent Taxes	2,908	2,721	(187)
Commercial Forest	-	9	9
Federal Grant:			
FEMA	83,500	83,500	-
Charges for Services:			
Contractual Services	6,800	6,907	107
Other:			
Donation	-	250	250
Sale of Fixed Assets	-	856	856
Total	<u>119,708</u>	<u>119,235</u>	<u>(473)</u>
<u>Expenditures</u>			
Salaries and Wages	-	16,495	-
Supplies and Postage	-	2,499	-
Contractual Services	-	2,000	-
Telephone	-	418	-
Public Utilities	-	3,612	-
Maintenance and Repairs	-	5,217	-
Other	-	1,375	-
Capital Outlay	-	83,500	-
Total	<u>119,500</u>	<u>115,116</u>	<u>4,384</u>
<u>Excess Revenues (Expenditures)</u>	<u>\$ 208</u>	<u>4,119</u>	<u>\$ 3,911</u>
<u>Fund Balance</u> – Beginning of Year		<u>41,787</u>	
<u>Fund Balance</u> – End of Year		<u>\$ 45,906</u>	

The Notes to the Financial Statements are an integral part of this statement.

# **Tobin & Co.**

Garfield Township

Schedule 3

## Statement of Changes in Assets and Liabilities

### Current Tax Collection Fund

For the Year Ended March 31, 2004

	<u>Balance</u> <u>3/31/03</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>3/31/04</u>
<u>Assets</u>				
Cash	\$ 21	\$ 812,197	\$ 812,193	\$ 25
Total Assets	\$ 21	\$ 812,197	\$ 812,193	\$ 25
 <u>Liabilities</u>				
Undistributed Taxes	\$ -	\$ 759,396	\$ 759,396	\$ -
Due to Other Funds	21	52,801	52,797	25
Total Liabilities	\$ 21	\$ 812,197	\$ 812,193	\$ 25

The Notes to the Financial Statements are an integral part of this system.

# Tobin & Co.

Garfield Township

Schedule 4

## 2003 Property Tax Levy and Collections

For the Year Ended March 31, 2004

	<u>Millage Rate</u>	<u>Adjusted Levy</u>	<u>Collected</u>	<u>Returned Delinquent</u>
County	6.0150	\$ 185,579	\$ 154,006	\$ 31,573
Hospital	1.7000	51,412	42,489	8,923
Sportsplex	0.6964	21,057	17,402	3,655
State Education Tax	5.0000	151,227	143,023	8,204
School District Tax	19.9000	303,857	290,067	13,790
School District Tax	0.7000	465	327	138
School District Tax	19.5172	33,488	27,880	5,608
Intermediate School District	2.9929	90,682	83,144	7,538
Township Taxes:				
General	0.7672	23,810	19,783	4,027
Fire	<u>1.0000</u>	<u>30,240</u>	<u>24,992</u>	<u>5,248</u>
Total		<u>\$ 891,817</u>	<u>\$ 803,113</u>	<u>\$ 88,704</u>
Percent of Levy Collected	90.05%			

The Notes to the Financial Statements are an integral part of this statement.

# **Tobin & Co.**

Garfield Township

Schedule 5

## Statement of Revenues and Expenditures

### Property Tax Administration Fees

For the Year Ended March 31, 2004

#### Revenues

Property Tax Administration Fees \$ 8,471

Total 8,471

#### Expenditures

Assessor 7,774

Board of Review 1,166

Treasurer - 60% 9,526

Total 18,466

Excess Revenues (Expenditures) \$ (9,995)

The Notes to the Financial Statements are an integral part of this statement.